



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

OFFICE OF THE COMMISSIONER EDUCATION STAFF ASSISTANT (DURATIONAL)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting#: 820 – Pos. #102172

Salary Range: \$62,229 - \$79,818*

Closing Date: December 13, 2013

*Compensation is commensurate with experience, training and salary history.

The Connecticut State Department of Education (CSDE) is currently recruiting for the Education Staff Assistant in the Office of the Commissioner. ***This is a durational position with an end date of December 31, 2014.***

GENERAL STATEMENT OF DUTIES:

This position will act as a special assistant to the Commissioner, focusing on providing cross-agency support for the implementation of the second year of Connecticut's education reform initiatives.

EXAMPLE OF DUTIES:

- Department coordination: Work with division chiefs to ensure that the Department's second-year reform efforts are accomplished efficiently and in accordance with the Department's overall strategic direction;
- Managing the flow of information related to high-priority projects to and from the Commissioner.
- Work with division chiefs on the preparation of materials for presentation to the State Board of Education;
- Provide independent project management of key projects and initiatives;
- Serve as a liaison to external organizations, including, at the national level, the U.S. Education Department, the Council of Chief State School Officers, and other national education organizations;
- Coordinate with the Director of Communications and Community Partnerships to provide the Commissioner with materials for use at speaking engagements with external stakeholders, including by drafting remarks, liaising with Division Chiefs to ensure accuracy of information, and preparing other presentation materials as necessary.

QUALIFICATIONS:**Knowledge, Skill and Ability:**

Knowledge of the basic philosophy of education; knowledge of organizational behavior and planning; ability to plan educational policy; ability to prepare comprehensive reports; ability to develop and maintain cooperative working relationships; administrative ability; considerable skill in oral and written expression.

Experience and Training:

Demonstrated competence to perform the duties and responsibilities of the position as determined by the State Board of Education.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

PREFERRED EXPERIENCE AND TRAINING:

An earned Bachelor's degree; experience in educational policy or public policy; knowledge of Connecticut statutes related to education reform, especially recently enacted legislation; considerable writing and editing ability; considerable skill in oral and written communication, including the ability to prepare reports for public consumption.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #820 submit a letter of application and resume with details of experience and training, three pertinent professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Kim Barberi, Assistant Human Resources Administrator, Department of Education, Bureau of Human Resources, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. # 860-713-6691. All required documents must be submitted by close of business on the closing date to be considered for interview.**

Closing date for applications:

December 13, 2013

Anticipated date of employment:

Immediate Upon Selection

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#820
11/21/13